G. R. S. IX-5]

Previous references.

L.R. 112-10-81

E.A 43-14 81

Later references.

En 391-22-1

-255-22-76 & 77

A consult Rev Bd

1917.

(E. A.)

File No. 56.

Serial Nos. 1—8

Preserve

GENERAL AND REVENUE SECRETARIAT.

Serial Nos. 1—8

Part B for July 1916.

SUBJECT.

Inspection Rules.

To

The Revenue Commissioner in Mysore

The Deputy Commissioners of Districts

G.O. No. 56. E. A. dated 28th June 1917.

Sanctions the Inspection Rules for the District, Sub-Division and Taluk Offices.

W D 88—GPB—50,000—24-7-16

[illegible] 25/7/17

G.R.S. 11] 1915.

GENERAL AND REVENUE SECRETARIAT.

(G. A. 6)

NOTES.

(G) File No. 56

FILE HEADING.

Systematic inspection of offices

From

The Deputy Commissioner Shimoga Distt.

No. 40/R.17 Dated 21.7.1915 Received 26.7.1915.

Diary No. 105 | Enclos. Nil Spare Copies. – | Serial No. B. 1

BRIEF ABSTRACT OF LETTER.

States that the illustrative set of inspection questions are ample and quite suited and gives details as to the offices to be inspected, when and by whom.

NOTES AND ORDERS.

The illustrative set of questions do not deal with the departmental details in the Distt, Sub-Div or Taluk offices and which cannot be taken to suit the needs of the above offices. The Dy Comr does not seem to have taken into consideration

NOTES—First Sheet.

GPB—35,000—15-6-12

G. R. S. 12]

General and Revenue Secretariat.

File No. 56 of 1915.

Serial No.

the existing forms at least (vide pages 110 to 116 of the Rev: manual). The revenue officer and the Amildar are, as proposed by the Dy Comr:, required to inspect their offices half-yearly in January & July. Is a question whether this would be a convenient season.

Submd.

3/8/15.

2. Replies from other DCs may be awaited & also from RC.

3/8

3 From the Dy Comr, Kolar Distt.
No. C 18 dt 4/8/15

States that his proposals will be sent by the end of Sept 1915.

3 From the Dy Comr, Kadur Distt
No. 129 dt 20/8/15

Submits proposals for the periodical inspn of the offices under his control.

P.T.O.

NOTE—Contn. sheet.

GPB—25,000—30-4-15

G.R.S. 13]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

Letter No. 305 2d of the 27th August 1915 from the Dir. Comm: in reply stating that the reports of Dy Comrs and the Supts Civil Vety: Depts are awaited to send in his proposals for inspns of offices.

With regard to his own office, there can be nothing to delay the proposals. The Dy Comrs of Kadur & Shimoga have sent up their proposals direct in response to the Cir: issued to them from this office.

Noted
Mde
16/9

The replies of the Dy comrs may be forwarded along with the questions prepared by us here

Mm
22/9

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

G. R. S. 12]

General and Revenue Secretariat. | File No. of 191 .

Serial No.

From

The Revenue Commissioner in response, Letter no 3052 dated 27.8.15 stating that for detailed proposals regarding the inspection of offices under his control, the replies of the Dy. Commrs and the Superintendent Civil Veterinary Deptt are awaited.

The Dy Commrs of Kadavu and Shemaga have sent in their proposals direct to this office in response to the circular order issued. Copies of these together with the set of

P.T.O.

NOTE.—Contn. sheet.

GPB—20,000—30-6-15

G. R. S. 12]

General and Revenue Secretariat.

File No. 43 of 1914

Serial No.

questions framed here for the Dt:, Subdivn: & Taluk offices may be sent to the Reve: Comr: and his proposals called for early. Dft: forwarding is also put up.

Subd.
MGPe 18/10/15.

Flag B

A set of inspection questions was prepared in the Branch some time back for each of the following offices:-

(1) District Office

(2) Sub Division Office

(3) Taluk Office.

As these questions will probably facilitate the preparation of the inspection forms called for in G.O. No.10870-918/E.A.43-14-1 dated 10th April 1915 it is proposed to send these to the Revenue Commissioner. Replies from the Deputy Commissioners of Kadur and Shimoga may also be forwarded to the Revenue Commissioner for enabling him to draw up his proposals. A draft letter is put up for approval or other orders.

Flag A.

Int. files.

(Secy) Approved DCM 1/11

NCM. 22/10/15

Issue by NCM 4/11

NOTE—Contn. sheet.

GPB—20,000—30-6-15

R. S. 12]

General and Revenue Secretariat.

File No. 43 of 1914.

Serial No.

Letter No: 741 of the 4th Nov 1915 to the Rev: Comr: in mysore forwarding a copy of the set of insp: questions prepared in this office & copies of letters recd from the Dy Comrs of Kadur & Shimoga and calling for the early subm: of his proposals.

Forwarded to Br I for information & favour of return

NM
9/11

Subd —

Please See memo of instructions for the inspection of District & Taluk Offices. printed at pages 110—116 of the Rev: manl. Perhaps these instructions are intended to be superseded.

Rmnjs: 945-15 R.

Seen & retd.

10/11/15

NGW 11/11/15

Br VIII

Subd

Hm 12/11/15

Hm 11/11

NCC 13/11

Sro 1/12/15

NOTE—Contn. sheet.

GPB—20,000—30-6-15

G. R. S. 12]

General and Revenue Secretariat. G.R.S. File No. 56 of 191 .

Serial No.	
3	From the Dy Comr, Hassan Distt. No 131 dt 2/10/15 States that his proposals have been sent to the Rev Comr.
4	From the Dy Comr, Chitaldrug No 184 dt 7/10/15. States that proposals have been sent to the Rev Comr.
5	From the Dy Comr, Kolar Distt No 159 dt 12/10/15 Submits proposals for the inspection of the offices under his control.
6	From the Dy Comr, Tumkur Distt No 402/S dt 14/2/16. Submits proposals for the periodical insp of the offices under his control and states that he has sent list of questions to the Rev Comr.

Remarks

Sent. 17/2/16

3. The Rev Comr's proposals may be awaited.

4. 18/2

Reminded on 8.6.16.
Reminded on 12-8-16

NOTE—Contn. sheet.

GPB—70,000—17-12-15

9
4

G. R. S. 12]

General and Revenue Secretariat.

E&A File No. 56. of 191 .

Serial No.

Reply to: A.C. 704 dt 16.8.16 from the Rev. Comr stating that reply will be sub'd by the end of this month.

Sub'd
Nere 23/8/16.

Nere 24/8

7 Rev: Comr's letter No: A.C. 704 of the 9th Sept. to submitting proposals in respect of the Offices (Dt, Ne, & Sub Dn) subordinate to him & stating that in respect of the Veterinary Depts, the Dept has been requested to send up a set of questions.

Rev: Comr's letter No: A.C. 704 of the 3rd Oct 1916 forwarding list of questions for the inspection of Civil Vety: Dep't: Hospitals and Dispensaries.

5. The lists pertaining to the Rev: Offices have been scrutinised. Questions connected with the D.N: system have been added in pencil as also those suggested by the Chief Court for the Judicial Branch have been incorporated in the lists for Dt, Sub Dn: & Nk Offices.

The questions for the Vety Dept: will be scrutinised & submitted separately sub'd for orders.

Nere 21/10.

6. Get the lists formulated

Nere 28/10

NOTE—Contn. sheet.

G. R. S. 12]

General and Revenue Secretariat. | E&A File No. 56 of 191 .

Serial No.

7 Submitted with memo to the Supt. Govt. Press.
[illegible] 8 Issue [illegible] 24/10

memo to Supt. E&A 56 of the 24th Oct 1916 sending the bills for being set in type and calling for proofs.

9 The Resl Comr's repr. does not contain any proposals in respect of his own office. Bill calling for the same is filed.
[illegible] 10 The draft is sub. for approval or other orders
14 1-11-16. (Seen & returned) [illegible] 1/11/16
11 Not necessary. —
12 Dispose of this matter & close the file. [illegible] 7/11
[illegible] 7/11

13 Proof copy of the instr. & notn. received from the Press has been revised & returned. 14 Put up draft order on the lines stated [illegible] 15/3
[illegible] 12/3/17.

15 Bill submitted.
[illegible] 16/3/17. 16 Please get another proof in the meantime [illegible] 26/3
Sent to Press 26/3/17.

* Please note in what stage the inspn questions of Comrs is. [illegible] 15/3

Filed
The file is in the Dewan's office in the course of submn.
[illegible] 16/3.

NOTE—Contn. sheet.

ND 1233—GPB—60,000—1-12-16—S.

G. R. S. III-2]

General and Revenue Secretariat. | E&G File No. 56 of 191 .

Serial No.

17 Proof of instn: qns: received from Press is put up after being compared. Re instn: qns: for Courts, the views of the Chief Judge on the proposed draft govt: order are awaited.

Filed here 8/5/17.

18. If approved, these lists will be got printed after final orders are passed on the proposals for the inspection of Magistrates' courts. (equal branches of Rev Offices). A draft order is also put up - for consideration.

238 10.5.17

Second member) NLL 9/5/17

19 Will the DC be allowed every T.O once a year?

20 The lady pushing is trading Can Mother Contented

Yes

9/5

11/5

2 per month disposal

21. Annual inspn: by DC. has been proposed by Re. 12/5

22. The list of qns: for each of the offices (Dy, Sub Dn: & TK) has been revised in accordance with instns:

Hep I, J, K

Filed here 21/5/17.

NOTE—Contn. sheet.

G. R. S. 12]

General and Revenue Secretariat. | E&A File No. 56 of 191 .

Serial No. 23 The forms have been curtailed, as ordered, by omitting detailed questions on minor matters.

24 As regards the inspection of Taluk offices by Dy commrs, the Rev commr has proposed that the inspection should be annual. The last administration report shows that the ~~following proportion~~ number of Taluk offices examined by Dy commrs was as follows

Bangalore	3	out of a total	10 Tu & Sub Tu
Kolar	3	"	11
Tumkur	7	"	10
Mysore	4	"	14
Hassan	8	"	8
Shimoga	6	"	9
Kadur	not given		
Chitaldroog	3.	"	9

25 Judging from the performance of the Dy commrs of Tumkur and Hassan, it does not seem that an annual inspection would be very difficult. But in order not to give rise to complaint, it will perhaps be ~~expedient~~ better to ~~now~~ lay down that

NOTE—Contn. sheet.

G. R. S. 12]

General and Revenue Secretariat. | EAG File No. 56 of 191 .

Serial No.

~~No~~ T.O. inspections shall be once in two years, in the case of Dy comrs.

26. Resubmitted for orders.

191 / 23.5.17.

Second member)

NLL 22/5/17

Approved

23.5

Issue NLL 23/5

~~Approved. Send to Press for print with a request to send clean proofs by 26/5.~~

Proofs received from Press have been scrutinized & submd with print orders to Press.

NLL 6/6/17.

Issue. Write to Supt to keep ~~matter~~ the questions forms standing pending recent from Rev comnr.

Also note that questions for Jt Branch will be separately prescribed.

NLL 8/6/17

attended to. NLL

~~Approved. Send to Press submd.~~

NLL 11/6.

Issue NLL 11/6/17

NOTE—Contn. sheet.

ND 1233—GPB—60,CCC—1-12-16—S.

B

G. R. S. III-2]

General and Revenue Secretariat. | E.A.G. File No. 56 of 191 .

Serial No.

Letter no. 56-E.A.G. of 12.6.17 to the Superintendent, Govt. Press, requesting him to keep standing the type of the appendices to G.O. no. 56-E.A.G. of 25-6-1917 as they will be required largely for the use of inspecting officers. G.O. no. 56-E.A.G. of the 25th June 1917 prescribing inspn. returns for Dt. Collr & the offices. Bnch to Revenue & Ag. Comrs of Dists: 4.7.1917.

A copy of the G.O. is put up for the use of Br. I. Two more copies for the tables of the Asst. Secy Br I & Rev. Secretary.
4/7/17. Br I

Subd to the Asstt. Secy—
Seen. I have retained a copy
5.7.17 Mon 6/7/17

Returned to Br VIII
6.7.17

Copy of this G.O. to Rev. Comr (vide note) along with the G.O.

GEN. & REV. SECRETARIAT I REVENUE. 5 JUL 1917

R.M. 14-17 R.

Retained in the Branch.
5.7.17

R.

NOTE—Contn. sheet.

Wno. 103 / 1011
26-7-15

15

No. 40/R.17

Office of the Deputy Commissioner,
Shimoga District,
Dated Shimoga 20th July 1915.

File no 43-14
Sl no 19

From

K. Matthan, Esquire., B.A.,
Deputy Commissioner,
Shimoga District.

D.M. Naraginga Rao, Esquire., B.A.B.L.,
Offg. Secretary to the Government of Mysore,
General and Revenue Departments,
Bangalore.

Sir,

With reference to your letter No.821-862/E.A.dated the 22nd May 1915 re the framing of a form of questions for the inspection of offices, I have the honor to state that the set of questions sent with your letter under reply seems to be very well suited for the needs of the district, sub-division, and taluk offices and do not in my opinion require any amplification or modification at present as far as office procedure and routine are concerned.

2. As regards the other matters specified in paragraph 5 of Government order No.10870-10918/E.A.43-14-1 dated the 10th April 1915 I have to state as follows:-

1. The District office may be inspected by the Deputy Commissioner annually.
2. The Sub-Division offices by (i) the Deputy Commissioner annually (ii) the Sub-Division officer haly yearly in January and July.
3. The taluk offices (i) by the Deputy Commissioner annually (ii) By the Sub-Division officer half-yearly. (iii) By the Amildar half-yearly in January and July.

I have the honor to be,
Sir,
Your most obedient servant,

Matthan

Deputy Commissioner,
Shimoga District.

GPB—100,000—29-7-14

From 1915-16.

The Deputy Commissioner,
Shimoga District.

To
The Secretary to the Government
of Mysore,
General and Revenue Departments,
Bangalore.

Dated 30th June 1915.

Despatched

Received

General No. 40
No. R.17

Enclosure No. —

With reference to his letter No.[illegible]/R.A. dated the [illegible]rd May 1915 reports on re the framing of a form of questions for the inspection of offices.

D. No 221/E.A.
26-8-15

17

No: C. 182

Deputy Commissioner's office,
Kolar District,
Dated Camp Bagepalli, the 16th August 1915.

From

P. F. Bowring, Esquire.,
Deputy Commissioner, Kolar District.

To

D.M. Narasinga Rao, Esq, B.A.B.L.,
offg. Secretary to the Government of Mysore,
General Department,
Bangalore.

Sir,

With reference to your reminder letter No.233-67/E.A. dated the 7th instant, enquiring when the proposals regarding the inspection of offices may be expected, I have the honor to state that the proposals called for will be submitted by the end of next month, when the Administration Reports and the Annual Returns which are now on hand, will have been submitted.

I have the honor to be,
Sir,
Your most obedient servant,

Deputy Commissioner
Kolar District.

10

VIII 18/8/15

GPB—100,000—29-7-14

191 5

From

The Deputy Commissioner
Kolar District

To

The Secretary to the Govt. of Mysore
General Department
Bangalore

Dated 16.
Despatched
Received
} August 1915

General No. C-18.
No.

Enclosure No.

Stating that the proposals regarding the inspection of offices will be submitted by the end of next month.

— u —

Office of the Deputy Commissioner,

Kadur District,

Dated Chikmagalur, 20th August 1915.

From,

K. Krishna Iyer, Esquire.,

Deputy Commissioner, Kadur District.

To,

D. M. Narasinga Rao, Esquire., B.A., B.L.,

Offg. Secretary to the Government of Mysore,

General Department, Bangalore.

Sir,

With reference to Government Order No. 10870-10918/E.A. 43-14-1 dated 10th April 1915, issuing instructions for the systematic inspection of subordinate Officers, I have the honor to note in the margin the several offices which require to be periodically inspected and the officers by whom and the frequency with which the inspections should be held etc. I beg to add that the forms already prescribed for such inspections and which are now in use are sufficiently exhaustive and require no alterations for the present.

Separate list attached.

I have the honor to be,

Sir,

Your most obedient Servant,

K. Krishna Iyer

Deputy Commissioner,

Kadur District.

C.M.K.

D. No 2361/8-A 20

27.8.15 GPB—100,000—29-7-14 25 file 4 3-14

1915-16. 8l. 25

From

The Deputy Commissioner
Kadur Distt.

To

The Secretary to Govt.
General Dept

Dated 20 23 August 1915.

Despatched

Received

General No. 129

No.

Enclosure No. 1.

Noting the offices which require to be periodically inspected etc.

1. District Office.	Should be inspected by the Deputy Commr.	At least once a year.
2. Sub Division office.	Do. by the Sub Division Officer.	Do.
	(b) Do. by the Deputy Commr.	Do.
3. Taluk Offices including records.	(a) Amildars.	Do.
	(b) Sub Division Officer.	At least twice a year.
	(c) Deputy Commissioner.	At least once a year.
4. District Treasury.	(a) Deputy Commissioner,	At least once a year.
	(b) Treasury Officer.	Do.
5. All Sub Treasuries in the District.	(a) Deputy Commissioner.	Do.
	(b) Sub Division Officer. within the Taluks of his Jurisdiction.	Do.
	(c) Treasury Assistant Commissioner.	Do.
6. District Magistrates' Court.	District Magistrate, himself,	Once a year.
7. All Subordinate Magistrates Court .	(a) By the presiding Magistrates themselves,	At least once a year.
	(b) District Magistrate,	At least once a year.
8. District Registrars Office.	(a) District Registrar,	Once a year.
9. Sub Registrars Offices in the District.	(a) District Registrar,	At least once a year.
	(b) Ex-Officio Inspectors of the Registration Offices,	At least once a year.
	(c) Offices outside the Jurisdiction of Ex-Officio Inspectors, will be inspected by the Treasury Assistant Commissioner also in addition to District Registar.	Do.

Deputy Commissioner.
Kadur District.

20

GPB—100,000—29/7-14

VIII. 2/10 10863

1915-16.

From

B. Ramaswamaiya Esquire, B.A., B.L.,
Offg. Deputy Commissioner,
Hassan District.

To

D.M. Narasinga Rao Esquire, B.A., B.L.,
Secretary to the Government of
H.H. the Maharaja of Mysore,
General Department,
Bangalore.

Dated 2nd October 1915.

Despatched 6th

Received

General No. 131

No. 8

Enclosure No. Cont.

SUBJECT.

Stating that proposals regarding inspection of offices have been submitted to the Revenue Commissioner in letter no: 175/R dated 25th August 1915; as called for by him.

1915-16.

Deputy Commissioner's Office, Hassan District,

Dated Hassan, 2nd October 1915.

From,

B. Ramaswamaiya Esquire, B.A., B.L.,

Offg. Deputy Commissioner,

Hassan District.

DIARY No. 380
19 - 19
SECTION E.A.B.
FILE No. 43-14
SERIAL No.

To,

D.M. Narasinga Rao Esquire, B.A., B.L.,

Secretary to the Government of

H.H. the Maharaja of Mysore,

General Department,

Bangalore.

Sir,

Adverting to your letter no: 647/E.A. dated the 1st October 1915, enquiring when a reply may be expected to Government order no: 10870/E.A. 43-14-1 dated the 7th April 1915 and no: 233-67/E.A. dated 12th August 1915, calling for detailed proposals regarding the inspection of offices, I have the honor to state that my opinion has already been furnished in my no: 175/R dated 26th August 1915 to the Revenue Commissioner, as called for by him in his docket no: 968-75 dated the 30th June 1915.

2. A copy of my letter to the Revenue Commissioner is herewith submitted

for reference.

I have the honor to be,
Sir,
Your most obedient Servant,

V Ramaswamy

Offg: Deputy Commissioner,
Hassan District.

Letter no: 175/R dated 25th August 1915 from the Deputy Commissioner, Hassan District, to the Revenue Commissioner in Mysore - Bangalore

---

Adverting to your Docket no: 968-78 dated the 20th July 1915, inviting attention to Government order no: G. 10870-10918/E.A. 43-14-1 dated 10th April 1915, issuing instructions for the systematic inspection of offices, and calling for my report as to whether any and in what respects the lists of questions to be answered at the inspection of the District and Taluk offices prescribed in Government order no: R. 3221-22/F.R. 112-10-2 dated the 15th November 1910 require modification or addition, I have the honor to state that the list of questions prescribed for inspection of the District office does not in my opinion require any modification or addition.

2. In the case of the list of questions framed

framed for the inspection of Taluk Offices the following additions and improvements are considered desirable:—

(a) Under question 10 para I "Daftar Department" a new question 10 A may be added to note the number of demand notices received for service from other Taluks and their disposal.

(b) Under para II "Munshi Department" an additional para 6 may be added to show the number of Sandal destruction cases instituted under Section 73 of the Forest Regulation and their disposal, with reasons for delay in long pending cases.

3. The printed form of Taluk Office Inspection notes as at present supplied by the Superintendent of Government Press does not contain sufficient space to record answers against each of the questions and more space may be allowed between the questions.

4. The Sub Division Offices are not being inspected till now. The model set of questions appended to General and Revenue Secretary's letter

No.

no: 921-962/E.A. appear to be sufficient and may be ordered to be adopted for the inspection of the Sub Division offices.

"Copy"
Ramanamiase
Deputy Commissioner
for Hassan District.

DIARY No. 389

19 - 19

SECTION E. A. B.

FILE No.

SERIAL No.

Reply to a reminder

Office of the Deputy Commissioner,
Chitaldrug District.
Dated Chitaldrug, 6th October 1915.

From

C. S. Balasundaram Iyer Esquire B.A.,
Deputy Commissioner,
Chitaldrug.

To

D. M. Narasinga Rao Esquire B.A.,B.L.,
Secretary to the Government of
H. H. the Maharaja of Mysore,
General Department, Bangalore.

S I R,

With reference to your reminder letter No.648/E.A. dated 30-9-1915 / 1-10-1915 to Government order No.10870/10918/E.A.43-14-1 dated 10th April 1915, calling for detailed proposals re the inspection of offices, I have the honor to state that the proposals called for in the above have been submitted to the Revenue Commissioner in Mysore with this office letter No. 99 dated 6/10th August 1915.

I have the honor to be,
S I R,
Your most obedient servant,
Incharge Asst Commr.
For Deputy Commissioner,
Chitaldrug District.
(a Grant from this station)

S.V.

27

GPB—100,000—7-8-13

1915-16.

From

The Deputy Commissioner,
Chitaldrug District.

To

The Secretary to Government,
General Department,
Bangalore.

Dated

Despatched 7th October 1915

Received

General No. 184
No.

Enclosure No. —

Stating that the proposals re the inspection of offices have been submitted to the Revenue Commissioner in Mysore with this office letter No. 99 dt 6-10-8-15.

30

No. 159

Deputy Commissioner's Office,
Kolar District,
Dated Kolar, the 12th October 1915.

DIARY No. 391
SEC. G.A.B.
No. 43-14
SERIAL 38

From

P. F. B O W R I N G, Esquire., J.P.,
Deputy Commissioner, Kolar District.

To

D. M. Narasinga Rao, Esquire., B.A. B.L.,
Secretary to the Government of His Highness
the Maharaja of Mysore, General Department,
B A N G A L O R E.

Sir,

With reference to your letter No. 7804-16/29-4-10 dated the 22nd May 1915, forwarding a set of questions which may be adopted for the inspection of Offices and calling for my proposals in the matter of supplementing or modifying the same, I have the honor to state that the form referred to is general and exhaustive and may be adopted. I may, however, suggest that the memorandum of instructions for the inspection of District and Taluk Offices prescribed by Government in their Order No. R.3221-22/L.R.112-10-2, dated 15th November 1910, may with advantage be added to the questions now proposed as part II deleting therefrom such of the questions as overlap each other, so that the form may be conveniently used by the Revenue Department.

I have the honor to be,
Sir,
Your most obedient servant,

P F Bowring

Deputy Commissioner,
Kolar District.

VIII 13/10 43 NPN 13/10 31

From 191

The Deputy Commissioner,

Kolar District.

To

The Secretary to the

Government of Mysore,

General Dept

Bangalore.

Dated 12th October 1915.

Despatched

Received

General No. 159

No.

Enclosure No.

States that the form of questions proposed for the inspection of offices is exhaustive and may be adopted.

GPB—50,000—26-9-12

GPB—50,000—17-9-15

19 15-16

From

The Deputy Commissioner
Tumkur District

To

The Secretary to Government,
General Department,
Bangalore

Dated 14th

Despatched 15 February 1916

Received

General No. 402

No. S.

Enclosure No. Two

DIARY No. 1390

19 15-16

SECTION Misc

FILE No.

SERIAL No.

Submits proposals in regard to the inspection of Subordinate Offices.

To be sent to B&W

16/2

Office of the Deputy
Commissioner, Tumkur District
Dated 14th February 1916.

From

K. R. Srinivasiengar, B.Sc., B.A.,
Deputy Commissioner,
Tumkur District

To

D. M. Narasingarao, B.Sc., B.A., B.L.,
Secretary to the Government of
His Highness the Maharaja
of Mysore, General Department,
Bangalore.

Sir,

With reference to your letter No. 921-62/S.A. dated 22nd May 1915 calling for proposals in regard to the inspection of Subordinate Offices mentioned in para 5 of Government Order No. 10870-918/S.A. 43-14-1 dated 10th April 1915, I have the honor to forward herewith a list showing the Subordinate Offices, the Officers who may be required to inspect them and the

intervals

intervals at which these inspections may be conducted.

With regard to the questions for the inspection of the District and Taluk Offices, a copy of my letter No. 519/Re dated 12th instant to the Revenue Commissioner in Mysore is enclosed in which I have stated that the sets of questions now in use may be supplemented by a few of the questions suggested in the enclosure to your letter under reply.

I have the honor to be,
Sir,
Your most obedient Servant,
A-[illegible]
Assistant Commissioner
for Deputy Commissioner
absent from the station

Mc

Statement Showing the Revenue Offices Subordinate to the Deputy Commissioner, the Officers who may inspect them and the intervals at which they may be inspected.

Serial No.	Office	Inspecting Officers	Interval between inspections
1	District Office	Deputy Commissioner	One year
2	Sub-Division Offices (Madagiri and Gubbi)	1. Deputy Commissioner 2. Sub-Division Officer concerned	one year 6 months
3	Taluk and Sub-Taluk Offices	1. Sub-Division Officer in charge of the Taluks 2. Amildar or Deputy Amildar	one year 6 months

Tumkur,
11th February 1946.

A. J. [illegible]
Assistant Commissioner
for Deputy Commissioner,
Tumkur District
He is absent from the State...

36

GPB—50,000—17-9-15

19 15-16

From
The Deputy Commissioner,
Tumkur District.

To
The Revenue Commissioner
in Mysore, Bangalore

Dated 11th

Despatched February 1916

Received

General No.

No.

Enclosure No.

In r. any addition or modification required to the lists of questions prescribed for the inspection of the District and Taluk Offices, submits opinion.

Office of the Deputy Commissioner
Tumkur District,
Dated, 11th February 1916.

From

K.R. Srinivasiengar, Esq., M.A.,
Deputy Commissioner,
Tumkur District.

To

K.S. Doraswami Iyer, Esquire,
Revenue Commissioner in Mysore,
Bangalore.

Sir,

With reference to your docket No. 968-75 dated 20th July 1915 inviting attention to Government Order No. 10870-918/R.A. 43-14-1 dated 10th April 1915 regarding the systematic inspection of Offices and requesting to be informed if any addition or modification is required to the lists of questions prescribed for the inspection of the District and Taluk Offices in Government Order No. R. 32 21-2-LR 112-10-2 dated 15th November 1910, I have the honor

honor to state that the sets of questions now in use appear to require no alteration. The marginally mentioned general questions suggested in the enclosure to the General Secretary's letter No. 921-62/2-A. dated 22nd May 1915 may however be added to them as they will serve to elicit complete information on general management and efficiency.

As regards the questions for the inspection of Sub Division Offices, those contained in the enclosure to the General Secretary's letter referred to above may be adopted in toto with the exception of questions Nos. 60 to 63 as they relate to the maintenance of

(+) For the English Branch of the District Office. Question Nos. 31 to 40.

(x) For the District and Tehsil Offices. Question Nos. 1, 2, 4 to 10, and 12 to 19

~~questions Nos. 60 to 63 as they relate to the maintenance of~~ disposed of records which is not attended to in these offices.

I have the honor to be,
Sir,
Your most obedient Servant,
Sd/. K. R. Srinivasiengar,
Deputy Commissioner
Tumkur District.

"Copy"
A. R.
for Deputy Commissioner
Tumkur District.

D. 20-249/ 36-8-15

OFFICE OF THE REVENUE COMMISSIONER IN MYSORE,

Bangalore, ~~21st~~ 27 August 1915.

No. 3052

FROM

K. Doraswami Iyer Esquire,

Revenue Commissioner in Mysore.

To

The Secretary to the Government of His Highness the Maharaja of Mysore,

G e n e r a l *Department.*

SIR,

With reference to your letter No.233-267/E & A. dated 7th August 1915 requesting to be informed when the detailed proposals regarding the inspection of offices may be expected I have the honor to state that the Deputy Commissioners and the Superintendent Civil Veterinary Department have been written to in the matter and that on receipt of their replies a report will be made to Government.

I have the honor to be,

Sir,

Your most obedient servant,

K Doraswamy Iyer

Revenue Commissioner.

V.M.R.

R. C. 4.

From

K. Doraswami Iyer Esquire,

Revenue Commissioner in Mysore.

To

The Secretary to the Government of
H. H. the Maharaja of Mysore,
Department

G e n e r a l

Dated Bangalore, ~~21st~~ 22 August 1915

Despatched

Received

General No. 3052

Enclosure No.

SUBJECT.

In the matter of submitting detailed proposals for the inspection of offices.

V. Sangha Press, 272—1,000.

G. R. S. 31]

No. 741/8.1
Enc. 1 Set of questions
1 copy of letter 20-8-15 from D.C. Kadur
1 Set of questions from D.C. Shimoga

From

D.M.Narasinga Rao Esq., B.A., B.L.,
Secretary to the Government of His Highness
the Maharaja of Mysore, Genl. ~~and Rev.~~ Depts.

To

K.S.Doraswami Iyer Esq.,
Revenue Commissioner in Mysore.

, the 4 — 11 — ~~October~~ 1915.

General and Rev.
Secretariat.

Sir,

With reference to your letter No.3052 dated the 27th August 1915 stating that proposals for the systematic inspection of offices under your control are awaiting replies from subordinate officers, I am directed to forward herewith copies of letters received direct in this office from the Deputy Commissioners of Kadur and Shimoga containing their suggestions. A copy of an illustrative set of questions for taluk, sub-division and district offices drawn up here is also forwarded for such use as you may make of it.

2. I am to request that your detailed proposals in respect of the above offices as well as other offices under your control including your own, may be submitted as early as practicable.

I have the honor to be,
Sir,
Your most obedient servant,

Secretary to Government,
General Department.

GPB—7,000—22-11-12

KNN.3.

G. R. S. 26]

File No.

Serial No.

Diary No. of letter replied to

No. 760 Genl / Ex. A

General and Revenue Secretariat

( )

, the 191 .

To

The Revn: Comr: in Mysore

Date of issue 11-11-15

Signed by Jr. N. Madhava Rao

Sir,

In contn: of this office No: 741 of the 4th instt: I am directed to forward herewith a copy of the Kolar Dist. Dy Comr's views in regard to the proposals for the inspection of offices under his control. The Dy Comrs of Harsan and Chitaldrug state that they have sent their proposals

over.

SUBJECT.

to Von Dirich.

Marvexa

Mr

Chalkley.

rec'd 5/11.

List of enclosures.

Copied by

Examined by

GPB—25,000—8-8-11.

R. C. 4.

REV. & REV. DEPT.
12 SEP 1916

From

K. Doraswami Iyer Esq.

Revenue Commissioner in Mysore.

To

The Secretary to the Government of
H. H. the Maharaja of Mysore,
General *Department.*

Dated 11 September 1916.

Despatched

Received

General No. A.C.704

Enclosure No. 2

SUBJECT.

Submitting lists of questions for the inspection of Revenue Offices.

OFFICE OF THE REVENUE COMMISSIONER
IN MYSORE,

Bangalore, 9 ~~8th~~ September 1916.

No. A.C.204

FROM 2

K. Doraswami Iyer Esquire,
Revenue Commissioner in Mysore.

To

The Secretary to the Government of
His Highness the Maharaja of Mysore,
GENERAL *Department.*

SIR,

With reference to Government Order No.G. 10870-1918/E.A.43-14-1 dated 10th April 1915, I have the honor to return the lists of questions for the inspection of District, Taluk and Sub Division Offices received with your letter No.741/E.A. dated 4th November 1915 duly revised and supplemented.

The Superintendent of Veterinary Department has been requested to prepare a set of questions for the inspection of Veterinary Hospitals and Dispensaries and the same will be submitted when received here.

Vide 5th also (next page)

As regards information called for in para 5 of the Government Order under reference, I beg to enclose a statement showing the several offices which require to be inspected by Revenue Officers periodically.

I have the honor to be,
Sir,
Your most obedient servant,

K Doraswamy

Revenue Commissioner.

Name of officers to be inspected	Designation of the inspecting officer	At what intervals the inspection shall take place.	Authority.
District office	Revenue Commissioner	Annually	G.O. No: 56-G.A.G. dt March 1916 G. 10870-10918/E.A. 43-14-1 Dated 10th ~~April~~ September 1915
	Deputy Commissioner	do	do
District Treasury	Revenue Commissioner	Once a year	R. 3432-41/G.7.134-06-6 Dated 2nd December 1907
	Deputy Commissioner	Twice a year	do
District Records	Treasury Assistant Commissioner	Twice a year	R. 1800-9/L.R. 591-03-10 Dated 20th September 1910
Sub Division office	Deputy Commissioner	Once a year	G.O. No: 56-G.A.G. dt March 1916 G. 10870-10918/E.A. Dated 10th September 1915
	Sub Division Officer	Once a year	do
Taluk office	Deputy Commissioner	Once a year	do
	Sub Division Officer	Once a year	do
Taluk Treasury	Treasury Assistant Commissioner	Once a year	R. 4900-4909/L.R. 230-11-6 Dated 11th March 1913
	Deputy Commissioner or one of his Assistants.	Once a year	do
Taluk Records	Sub Division Officers.	Twice a year	R. 1800-9/L.R. 591-03-10 Dated 20th September 1910.
Veterinary Hospitals and Dispensaries	Deputy Commissioner	Annually	
	Veterinary Superintendent	Annually	

Bojanna

G.R.S. 28]

EAG File No. 56

Serial No.

Diary No. of letter replied to

Proceedings of the Government of His Highness the Maharaja of Mysore

GENERAL AND REVENUE SECRETARIAT.

( )

Play P

, the 191 .

Date of issue 6-17.

gned by M. N. Mudhavachar

READ— 1. G.O.No.R.3221-2/L.R.112-10-2 dated the 15th November 1910 issuing a revised memorandum of instructions for the inspection of the District and Taluk offices in supersession of those prescribed in G.O.No.R.3233-4-L.R.138-05-2 dated the 8th September 1905.

2. G.O.No.10870-918-E.A.43-14-1 dated the 10th April 1915 issuing general instructions for the systematic periodical inspection of all Government offices in

ORDER THEREON—No.

over

SUBJECT.

GPB—50,000—1-12-12

in the State.

3. Letter No.A.C.704 dated the 9th September 1916 from the Revenue Commissioner in Mysore submitting certain proposals for the periodical inspection of the District, Sub-Division and Taluk offices subordinate to him.

Order No. 56-E.A.G. dated March 1917.

The arrangements for the inspection of Revenue offices proposed by the Revenue Commissioner and detailed below are approved:-

Office to be inspected.	By whom	Frequency of inspection.	Remarks
1. District Office.	1. Revenue Commissioner 2. Deputy -do-	Annually.	
2. District Treasury	1. Revenue Commissioner 2. Deputy -do-	Once a year Twice a year	G.O.No.R.3482-41/G.F. 134-06-6 dated 22-12-1907.
3. District Records.	Try. Assistant -do-	Twice a year	R.1800-9-L.R.591-03-1 10 dated 20-9-1910.
4. Sub-Dn. Office	1. Deputy Commissioner 2. Sub-Division officer	Once a year	
5. Sub-Dn office records	Sub-Division officer	Once a year	— do —
6. Taluk office	1. Deputy Commissioner 2. Sub-Division officer	once in two years Once a year	
7. Taluk Treasury	1. By ct of sub court 2. By Cons or one of his asstts.	once a year	R 4900-909/LR.230-11-6 & 11-3-1913.
8. Taluk Records.	Sub Dn: officer	Once a year	R 1800-9/LR 591-03-1-10 & 20-9-190

2 Lists of questions for the use of inspecting officers are also appended to this order (Vide appendices I to III). These ~~questions~~ lists will be adopted in lieu of ~~those issued with~~ the questions prescribed by the Government order referred to in paragraph

G. R. S. 27]

GENERAL AND REVENUE SECRETARIAT.

(*Continuation sheet draft form.*)

paragraph 1 of the preamble.

Secretary to Government,
General Department.

To

The Revenue Commissioner in Mysore

The Deputy Commissioners of Distts.

G. R. S. 26]

File No.

Serial No.

Diary No. of letter replied to

No. 56-E.A.S.

General and Revenue Secretariat
( )
, *the* 191 .

To The Superintendent
Govt. Press, Bangalore

Date of issue 13-6-17

Signed by Mr. R. Raghavendra Rao.

Sir,

In continuation of the print order issued this day in respect of the marginally noted Govt. order I am directed to request you to be so good as to keep standing the type of the appendices to the Govt. order referred to above as spare copies of these

x 56-E.A.S. dt 25th June 1917.

over.

SUBJECT.

which are the inspection forms ~~will be~~ will be largely required ~~by the Rev. Cons.~~ for the use of the inspecting officers and to request that copies of these forms may be supplied to the Rev. Cons. on indent.

Thavarca

NM

for Secy. to Govt.

Genl Depts.

Copy of the above is forwarded with compliments to the Rev. Cons. in Mysore for information.

NM

for Secy.

Genl Depts.

Note
9/6/17

List of enclosures

Copied by

Examined by

No.

GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE
GENERAL AND REVENUE SECRETARIAT

Bangalore, Dated 12th June 1917

From

D. M. NARASINGA RAO, Esq., B.A., B.L.,

Secretary to the Government of His Highness the Maharaja of Mysore,

General Department.

To

The Superintendent,

Government Press.

SIR,

In continuation of the print order issued on the 11th instant in respect of Government Order No. 56-E.A.G. dated the 25th June 1917, I am directed to request you to be so good as to keep standing the type of the appendices to the Government order referred to above as spare copies of these which are the inspection forms will be largely required for the use of the inspecting officers and to request that copies of these forms may be supplied to the Revenue Commissioner on indent.

I have the honour to be,

Sir,

Your most obedient servant,

D. M. Narasinga Rao

For Secretary to Government,

General Department.

Copy of the above is forwarded, with compliments, to the Revenue Commissioner in Mysore, for information ~~and needful action with the request~~ that the no. of forms required may be ~~then~~ intimated to the Supt. Govt Press. ~~D. M. Narasinga Rao~~

For Secretary to Government,

General Department.

To issue with the order

G.R.S.M—500—5.6.17

Government of His Highness the Maharaja of Mysore.

GENERAL AND REVENUE DEPARTMENTS.

G. O. No. 56—E. A. G., dated 25th June 1917.

Inspection Rules.

Sanctions——for the District, Sub-Division and Taluk Offices.

W D 2842—GPB—28-6-17—250

No. 56—E. A. G., DATED 25TH JUNE 1917.

PROCEEDINGS OF THE GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE.

GENERAL AND REVENUE DEPARTMENTS.

READ—

1. Government Order No. R. 3221-2—L. R. 112-10-2, dated the 15th November 1910, issuing a revised memorandum of instructions for the inspection of the District and Taluk offices in supersession of those prescribed in Government Order No. R. 3233-4—L. R. 138-05-2, dated the 8th September 1905.

2. Government Order No. 10870-918—E. A. 43-14-1, dated the 10th April 1915, issuing general instructions for the systematic periodical inspection of all Government offices in the State.

3. Letter No. A. C. 704, dated the 8th September 1916, from the Revenue Commissioner in Mysore submitting certain proposals for the periodical inspection of the District, Sub-Division and Taluk offices subordinate to him.

Order No. 56—E. A. G., dated 25th June 1917.

The arrangements for the inspection of Revenue offices proposed by the Revenue Commissioner and detailed below are approved :—

Offices to be inspected	By whom	Frequency of inspection	Remarks
1. District Office ...	1. Revenue Commissioner ... 2. Deputy Commissioner ...	Annually.	
2. District Treasury ...	1. Revenue Commissioner ... 2. Deputy Commissioner ...	Once a year. Twice a year.	G. O. No. R. 3432-41—G. F. 134-06-6, dated 22nd December 1907.
3. District Records ...	Treasury Assistant Commissioner.	Twice a year.	G. O. No. R. 1800-9—L. R. 591-10-10, dated 20th September 1910.
4. Sub-Division Office ...	1. Deputy Commissioner ... 2. Sub-Division officer ...	Once a year.	
5. Sub-Division Office Records.	Sub-Division officer ...	Twice a year.	Do
6. Taluk Office	1. Deputy Commissioner ... 2. Sub-Division officer ...	Once in two years. Once a year.	
7. Taluk Treasury ...	1. Treasury Assistant Commissioner. 2. Deputy Commissioner or one of his Assistants.	Once a year.	No. R. 4900-909—L. R. 230-11-6, dated 11th March 1913.
8. Taluk Records	Sub-Division officer ...	Twice a year.	No. R. 1800-9—L. R. 591-03-10, dated 20th September 1910.

2. Lists of questions for the use of inspecting officers are also appended to this order (*vide* appendices I to III.) These lists will be adopted in lieu of the questions prescribed by the Government Order referred to in paragraph 1 of the preamble.

D. M. NARASINGA RAO,
Secy. to Govt., Gen. Dept.

To—The Revenue Commissioner in Mysore.
The Deputy Commissioners of Districts.

Exd—C. R.

No. 56—E. A. G., DATED 25TH JUNE 1917.

APPENDIX I.

REPORT ON THE INSPECTION OF THE OFFICE OF THE DEPUTY COMMISSIONER,.....DISTRICT.

1. Name of Inspecting Officer with designation.....

2. Duration of inspection { Date commenced..... / Date concluded.....

3. Previous inspection { Date..... / Name of Inspecting Officer with designation.....

Questions.

GENERAL.

1. Is the office accommodation sufficient and suitable? Are the rooms and premises kept clean?

2. Is an attendance register in use? Is the attendance regular? Who checks the register daily?

3. How many clerks are working in each branch of the office and what are the qualifications of each?

4. *Distribution of work.*—Is a record of the distribution of work among the several clerks in each branch maintained? Are the clerks fully employed and is the kind of work allotted suitable in each case.

5. *Service Registers, Lists of Establishments, etc.*—Is an up-to-date list of the establishment both clerical and menial maintained?

6. Are a service register and a character book maintained for every permanent official and brought up-to-date? Are these books arranged in order and kept in the records in a separate box? Who keeps the key of the box?

7. Is a register of applications for appointments maintained in accordance with the recruitment rules appended to G. O. No. 75—E. A. G., dated the 24th November 1916?

8. Are appointments made in accordance with the rules laid down in Government Order No. 75—E. A. G., dated 24th November 1916 and G. O. No. R. 1678—L. R. 105-06-1, dated 7th August 1906?

The file of orders regarding appointments may be examined and reviewed.

9. Are copies of confidential reports on the work of Gazetted officers securely filed?

10. *Furniture List.*—Is a register of furniture maintained? Are all articles of furniture entered therein together with details as to the cost and date of purchase of each?

Is the register verified once every quarter and the result reported to the Head of the Office? Is a note made in the register of all articles that are lost or are unserviceable?

11. What is the condition of the furniture? Is the furniture sufficient for the needs of the office or more than necessary?

12. *Stationery and Forms.*—In whose custody is the office stationery? Are the stock and issue registers regularly maintained? Are they submitted monthly for the inspection of the officer in charge? Is a verification by stock-taking done once a year?

13. Is a register of periodical issue of stationery maintained?

14. Who keeps the stock of forms? Are obsolete and damaged forms weeded out and the rest neatly arranged? Are receipts and issues noted in a register?

15. *Library*—In whose charge is the office Library and where is it kept?

16. Are all books and periodicals received in the office sent to the Library for registering?

17. Is a catalogue of the office Library prepared and revised from time to time? Are fresh receipts entered therein immediately?

18. Is a register maintained showing books and publications received?

19. Are all books received into the Library correctly labelled and deposited in their appropriate places?

20. Are all correction slips inserted in their proper places in the volumes of enactments, rules, etc.? Are all volumes kept up-to-date?

21. Are any books issued without a receipt or lent to strangers without the permission of the Head of the Office?

22. Is a monthly report of books removed and not returned submitted?

23. Are cases of loss of or damage to any books reported promptly and orders obtained for their replacement?

24. *Tour*—What is the amount of touring work done by the Deputy Commissioner during the last complete year?

25. Are the monthly tour statements prepared and submitted in time? The nature of inspection work done may be analysed.

No. 56—E. A. G., DATED 25TH JUNE 1917.

Correspondence and Registers.

26. Are the current and periodical registers maintained up to date and kept regularly and neatly ?

27. Are the date and nature of disposal noted against each number in the current register as soon as disposed of ?

28. Are all the currents and periodicals registered and entered in the tappal distribution book and the initials of the clerks to whom the papers have been distributed for disposal taken.

29. Is there any unnecessary delay in disposing of correspondence and if so, what explanation is forthcoming ?

30. For what branches are separate aurrent and periodical registers maintained cnd are they in excess of requirements.

31. Have papers of the previous year remaining undisposed of on the 30th September been carried forward to the succeeding year's register on October 1st and entered at the beginning of the first volume of the current register ?

32. Are the delays noticeable in papers if any, pending for more than six months unavoidable and properly accounted for ?

33. Is the stock list of periodicals maintained up to date ?

34. Is a daily calendar of periodicals posted for the whole year kept with the ministerial head of each branch and are the entries scored out as each periodical is attended to ? Are all the periodicals submitted punctually and if not, what explanation is offered ?

35. Do the disposing clerks maintain personal registers and are these examined periodically by the ministerial head of the office ?

36. Are the instructions in the General rules of office procedure regarding confidential papers strictly observed ?

37. Is the system upon which reminders are issued judicious and effectual ?

38. Are the disposal registers written up to date and kept regularly and neatly ? (Note the number and date of the last disposal file entered in each disposal register).

39. Is the classification of papers by the letters R. and D. correct and in cases in which a "D" paper is to be retained for more than ten years, is the year of destruction noted in the appropriate column of the "D" disposal register ?

No. 56—E. A. G., DATED 25TH JUNE 1917.

40. Is a separate petition register maintained and are the method of disposal and the date and nature of endorsements granted, entered in the last column?

41. Is there any abnormal delay in the disposal of petitions?

42. Are the serial registers written up neatly and the abstracts concise and intelligent? Have the proper catchwords been underlined?

43. Are all letters received and issued invariably entered in the registers and promptly distributed or despatched as the case may be?

44. Is there any delay in the fair copying and despatching of letters? Are all papers despatched invariably on the day they are signed or the following day? (A few receipts and issues may be examined with reference to the refer book, peon book and tappal book.)

45. Have all the papers disposed of been sent to the record-keeper and acknowledged by him? (Note the number and date of last disposal file handed over to the record-keeper.)

46. Is the selection of papers to be indexed judicious and who selects them? (Note the number and date of the last disposal file indexed and the total number of files indexed.) Is the index prepared in an intelligent manner.

47. Are the R & D seals affixed to each disposal file and is the year of destruction noted in the case of 'D' disposals?

48. *Arrear Lists.*—Is the half-yearly statement of business statistics prepared and promptly submitted to the Revenue Commissioner as required in Government Order No. 160—E. A. G.-2, dated 10th April 1917.

49. Are statements of business regularly received from subordinate offices and scrutinised?

50. Are the several registers scrutinised by the Head of the Office or the office assistant once a month as required by rule 59 of the rules of the disposal number system?

51. Does each disposal clerk maintain a circular file pertaining to his branch of work of rulings issued by Government and other superior authorities as well as by the Head of the Office?

52. *Appeals.*—In what form is the appeal register maintained? Are all cases entered in the register after admission and are they promptly disposed of and endorsements issued? How many cases are pending and why?

53. What is the greatest interval between the institution of an appeal and its disposal?

Verify and review the last return of revenue business submitted by the office.

Note whether disposal of correspondence is delayed by asking for unnecessary particulars. A few files may be examined and any avoidable delay in the several offices, the records have passed through may be noted.

54. *Copies.*—Is a register of copy applications maintained and are copies made and given promptly?

55. Is there a licensed copyist and what is his monthly average earning? If there is no regular copyist, by whom are copies made?

56. *Stamp Vendors.*—Is a register maintained to show the several licensed stamp vendors in the district and to watch the timely renewal of their licenses?

REVENUE ACCOUNT DEPARTMENT.

57. *Cash and Contingencies.*—Are the following registers prescribed by rule 25 of the General Rules of Office Procedure maintained:—

(1) Cash book.

(2) General ledger or classified abstract of the monthly totals of the Cash book.

(3) Contingent register.

(4) Order book for contingent charges.

58. What is the amount of permanent advance held by the Deputy Commissioner? Is an account for it correctly kept in a separate register? Is the balance forthcoming? Are yearly acknowledgments sent up to the Comptroller regularly?

59. Is there any money on hand awaiting remittance to the Treasury or payment to parties? Detail may be furnished.

60. Are there any long standing advances made out of the office imprest awaiting adjustment? Detailed may be furnished.

61. Are all contingent charges incurred under due authority and entered in the contingent register from day to day, *vide* Article 81 of the Civil Account Code?

The necessity for any unusual charges may be scrutinised.

62. Is a register (similar to disbursers' register) maintained as per Article 91 of the

Civil Account Code for countersigned contingent bills? Are all such bills transcribed in the register regularly?

63. Is an acquittance roll maintained? Are all salaries and travelling allowances duly disbursed and proper acknowledgments obtained? Is the register examined every month by the Head of the Office?

64. Are pension applications prepared and submitted in time as required by Government Order No. Fl. 7215-55—S. & A. 484-08-1, dated 7th May 1909?

65. How many pension cases are pending and why? The last pension quarterly may be reviewed.

66. Is a register maintained to show the landed property owned by the officers in the district of and above the grade of sheristedars? *Vide* page 87 of the Revenue Manual and Rule 4 of the public servants' conduct rules.

67. *Revenue Accounts.*—Whether a register, talukwar, of demand, collection and balance under the several heads of revenue is maintained and whether the demand, collection and balance returns due to Government and the Comptroller are submitted without delay?

68. Is the revenue collection work of the Amildars regularly reviewed?

69. Are the returns regarding rainfall, season reports and prices current properly prepared?

70. Are remission statements regularly prepared and submitted? Scrutinise the pending statements and see whether they have been unduly delayed.

71. Are refund bills scrutinised and promptly submitted?

72. Are darkhast records promptly disposed of? How many darkhast cases are pending in the office and why? What is the date of the oldest?

73. Are any records of sale for arrears of revenue pending? If so, how many and why?

74. *Stamps.*—How many impounded documents are pending adjudication and why? Is a register maintained to enter all such documents and to note the steps taken for their prompt disposal?

75. Are applications for refund of value of spoilt stamps speedily disposed of? The file of applications may be scrutinised.

76. *Land acquisition.*—Is a register maintained to show details of lands in the district notified for being acquired for public purposes and the action taken in each case? Are any acquisition cases pending with the Deputy Commissioner, if so, how long and why?

77. Is a register of lands acquired and the compensation paid therefor maintained for permanent reference?

78. *Loans.*—What is the amount allotted for the district and advanced during the year for:—

(1) Land Improvement loans,

(2) Irrigation wells and

(3) Takavi, etc.

79. What are the details of demand, collection and balance under these heads?

80. Are the registers (forms 2 and 11) relating to these loans maintained? (*Vide* rules 33 and 34 of the Loan Rules, page 746 of the Revenue Manual.)

81. Does the register of applications show that no undue delay was permitted in their disposal? How many applications are now pending and for how long?

82. Is the register of repayments posted up-to-date and is prompt action taken on default?

83. Are the several periodical returns in respect of loans compiled and submitted in time?

84. *Pauper Suits.*—Is a register maintained to enter all cases of recovery of institution fees in pauper suits, and are timely steps taken to guard against lapse by efflux of time, as required by Government Order No. 4914-12—J. 424, dated 25th October 1899 and R. 5115—L. R. 164-10-2, dated 7th March 1911?

85. How many cases are pending and why?

86. *House-building advances.*—Is a register kept of advances granted for house-building purposes and has the progress of works been watched to ensure that the advances were spent for the purpose alleged as laid down in Government Order No. Fl. 4640-85—G. F. 73-12-1, dated 18th February 1913?

87. *Estates under Government management.*—Are proper registers kept to watch the recovery of arrears due from Inamdars and their tenants in villages under Government management?

No. 56—E. A. G., DATED 25TH JUNE 1917.

88. Is the management of these villages satisfactory?

89. *Muzrai.*—Are the following registers maintained by the clerk in charge of muzrai work (*vide* paragraphs 594 and 595 of the Treasury Manual) :—

(1) Register of sanctioned scale of establishment, expenses, etc., of each institution.

(2) Register of special charges sanctioned by Government such as purchase of vessels, jewels, cloth, lamps, furniture, etc.

(3) Register of works, for the construction and repair of buildings.

90. How many major and how many minor institutions are there in the district?

91. Are any muzrai works in progress in the district? Are works executed, promptly paid for?

92. What is the number and nature of papers pending with the muzrai clerk? What is the date of the oldest?

93. *Famine relief programme.*—Is the programme of village works kept revised and up-to-date?

94. Are estimates ready, sanctioned for each work?

95. Have works taken up under other schemes been omitted and new ones substituted?

96. *Village Improvement Scheme.*—What accounts and registers are maintained under the Village Improvement Scheme?

97. *Dasara.*—How many of the Dasara Representative Assembly subjects reserved by the Deputy Commissioner for disposal by himself have been disposed of and how many are still pending and why?

98. What is the nature of the pending subjects and what action has been taken for their disposal?

JUDICIAL BRANCH.

NOTE—Questions pertaining to this Branch separately prescribed.

LOCAL FUNDS AND MUNICIPAL.

Local Funds.

99. What are the several registers maintained in the branch? Are they written up-to-date? Are they periodically examined by the head clerk?

100. Are there any vacancies on the District Board; or Taluk Boards, if so, have steps been taken to file the same?

101. Are meetings of the District Board regularly held?

102. Does the finance committee scrutinise the accounts every month as required by rules 136 and 137 of the Local Board Rules and Government Order No. 1030-41—L. B. 14-16-2, dated 2nd August 1916?

103. What powers and duties have been delegated to the Vice-President?

104. In whose custody are the cheque books?

105. Are the contingent register and acquittance roll correctly maintained?

106. Are all contingent charges incurred under due authority? Notice any unusual expenditure.

107. What was the number of incomplete works at the beginning of the year and what is their progress since?

108. What fresh works were sanctioned during the year and at what cost? What is their progress?

109. Is a schedule of rates maintained and revised from time to time?

110. Is there any delay in the checking and payment of pay bills, works, etc., bills and pound commission bills.

111. Is the register of articles of stationery kept in the form prescribed and are the issues entered daily?

112. Does the register show that it has been periodically examined by the head of the office?

113. Is the spare stock of printed forms and stationery kept in order?

114. *Irrigation Cess Fund.*—Has the irrigation fund budget been prepared and sent up in time? What is the budget allotment for the district under the Irrigation Fund budget?

115. What is the programme of work for the year? Is the progress during the year satisfactory? What portion of the previous year's allotment was utilised during that year?

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Municipal.

116. How many Municipalities are there in the district? How many are governed by the Municipal Regulation of 1906?

117. Is the register of members of the several Municipal Councils maintained as required in Government Order No. 5053-65—Ml. 100-13-13, dated 1st November 1913?

118. Are steps taken promptly for the fresh constitution of the Councils before their time expires?

119. What is the number of incomplete works in each of the Municipalities and what is their progress during the current year?

120. How many fresh works were sanctioned during the year and what is their progress? The last quarterly return may be reviewed.

121. Are the several reports and returns sent up in time? Cases of delay may be noted.

122. *Local Fund & Municipal Records.*—Are the records sorted and arranged in accordance with Government Order No. 6405-12—Ml. 48-04-20, dated 27th January 1910?

123. Are time-barred papers destroyed regularly and is a record of papers so destroyed maintained?

124. What is the general condition of the records? Where and in whose charge are they?

MARAHMAT.

125. What are the registers maintained in the Branch? Are they written up-to-date?

126. Are the papers received in the Branch promptly disposed of? What is the number pending and the date of the oldest?

127. What is the amount allotted for the district for making advances to raiyats for earth work to tanks and what amount has been expended since the beginning of the year?

128. What amount out of advances made remains to be recovered and what steps have been taken to recover the same?

129. Is a schedule of rates maintained and are bills received for works executed, checked and paid promptly?

130. Is the pay of the establishment disbursed regularly and are all vouchers submitted in time? The latest audit objection tatement may be reviewed.

131. Are the journals of Tank Inspectors nd Sub-overseers punctually received and hecked? A few may be reviewed.

132. Is a programme maintained for the regular inspection of tanks by the Sub-Division Assistant Commissioners and the Deputy Commissioner and is it adhered to? How much of the programme has been carried out by each?

133. Has a programme been prepared for the year for the restoration of tanks as required in Government Order No. R. 8464-74—L. R. 193-13-2, dated 28th April 1914, and carried out? What is the progress since?

134. How many minor tanks have been proposed for construction or restoration during the year? (*Vide* Government Order No. 5042-89—L. R. 402-14-1, dated 11th December 1914). What is their distribution by Taluks?

135. What is the allotment for the District for this purpose? How much of it has been spent?

136. Is the register of advances to ryots for earth-work to minor taluks prescribed by Art. 413 of the Treasury Manual maintained?

137. Where are the Marahmat records secured?

138. Are they sorted and arranged?

139. How are important documents such as bills, measurement books, etc., secured and in whose custody are they?

140. Where are the forms relating to the department stocked? Are they arranged and neatly kept? Is a stock register maintained?

VERNACULAR RECORDS PRIOR TO 1916-17.

141. Whether racks and compartments have been numbered?

142. Whether records have been arranged by departments and labels written in bold characters affixed to racks and compartments to show the department of papers lodged therein?

143. Into how many different departments are the records divided? What are they? Up to what date have the records of each of the

departments been received into the Record Room? What is the total number of daftars sorted and unsorted in each department?

144. Whether a list of villages numbered according to the newly constituted hoblis is maintained?

145. Whether the Survey and Settlement Records including maps have been numbered according to the serial number of the villages?

146. Whether a register is maintained to show what survey records of what villages have been received into the Record Room?

147. Whether village accounts have been arranged into groups of A Khirdis and other accounts and arranged salwar and according to the serial number of the villages?

N.B.—If this arrangement has not been adopted, describe how they have been arranged.

148. Whether a register is maintained to show what village accounts and of what village shave been received into the Record Room each year? Up to what year have they been received?

149. Whether sorted permanent revenue correspondence papers have been arranged subjectwar and salwar, provided with facing sheets of contents, and stitched in book form?

150. Whether index has been prepared for 'A' papers and list of contents of daftars maintained for 'A' and 'B' papers?

151. Whether 'B' revenue papers have been classified under sub-heads and grouped according to periods of preservation in *salwar* daftars? If this has not been done, what other arrangement has been adopted?

152. Whether a Receipt Register is maintained in the Records for each department of business to enter papers as they are received into the Record Room?

153. Whether an Issue Register has been maintained and how many requisitions have been complied with during the current year?

154. Whether any records are being issued out of the Record Room without a requisition slip or without being entered in the Issue Register?

155. Whether a register to enter papers removed for destruction is maintained and how are papers being entered there? Are they entered salwar, subjectwar, villagewar or indiscriminately?

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156. Have time-barred financial papers been destroyed and the certificate under Article 232 of the Treasury Manual submitted to the Deputy Commissioner during the current year?

157. Have all criminal records been sorted according to the new rule of practice and time-barred papers destroyed?

158. How are papers of departments for which there are no special sorting rules arranged? Have they at least been arranged *salwar* under heads—Registers, Accounts and Correspondence?

159. Whether munshis and gumastas have been sending up disposed of papers properly arranged and with table of contents to the Record Room once a month according to the Circular of the Revenue Commissioner or at least at definite intervals?

160. What is the greatest amount of delay between the disposal of a record and its despatch to the Record Room?

161. How many records are lying in the Record Room not yet deposited in their proper places?

162. Is a programme of work drawn up as required by Government Order No. R. 2751-9—L. R. 248-13-2, dated 13th October 1914?

163. How far has it been carried out up to date of inspection?

164. What time in your opinion is needed to complete the remaining sorting work?

165. Whether the old records are periodically destroyed and if so, up to what year and what records have been destroyed and when?

Note.—It is unnecessary to enter long lists of records actually destroyed during the year. It will be sufficient if information is furnished as to the number of papers or, if this is impracticable, the number of bundles destroyed with a brief description of the nature of papers.

166. Whether the officials working in the Record Department are *baraward* Record-keepers and Daftarbands?

167. Whether the Record-keeper and his assistant understand thoroughly the system of classification and maintain all Registers prescribed and keep them up to date?

168. Whether the record staff is entrusted with any other than its legitimate work; if so, what is the nature of it and why?

169. What is the state of the library? Whether the Regulations, Rules, Standing Orders, etc., are kept corrected up to date and carefully preserved?

170. Whether the Record Room is in good repair protected from white ants and the roof is not leaky and whether it is kept clean and secure from entry at all points and sufficiently lighted?

171. Whether the record room is spacious enough and provided with sufficient number of stands, shelves and daftar cloths?

172. When was the previous inspection held and by whom? Whether defects pointed out and instructions issued at the previous inspection have been attended to?

N. B.—In addition to answering the above questions, officers inspecting the records are requested to note in their reports any irregularities and informalities which come under their observation and to make any suggestions that may appear deserving of consideration to promote the efficiency of the records.

VERNACULAR RECORDS FROM 1916-17.

173. Have all the disposal files of previous years, *i.e.*, since the introduction of R and D disposal lists, liable to be destroyed been destroyed and has the year of destruction been noted in the disposal list under the initials of the head ministerial officer?

174. Have the entries in the disposal list of those years relating to correspondence which should be retained for over ten years been carried over to the appropriate D disposal list? *Vide* rule 72 of the disposal number system.

175. Are the papers excluded from the operation of the disposal number system methodically arranged and indexed? Are any papers improperly excluded from the disposal number system?

176. Are any intermediate disposals improperly treated as "final" disposals by being recorded or lodged?

177. Are stock list and ledger of registers maintained as laid down in rule 63 of the Disposal number system?

MISCELLANEOUS.

178. *District Surveyor.*—How is the District Surveyor employed in the District?

179. Does he submit his monthly diaries regularly and are they sent up to the Survey Superintendent after scrutiny? The diaries for the last three months may be reviewed?

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180. How many papers are pending with him and what is their nature? What is the date of the oldest?

181. Are there any Mojinidars attached to the District? If so, how many and to what Taluks and for what purpose? Whether permanently or temporarily?

182. Are monthly journals submitted by these regularly and are they scrutinised? A few journals may be perused.

GENERAL.

183. Is an inspection minute book maintained as laid down in paragraph 4 of Government Order No. 10870-918—E. A. 43-14-1, dated the 10th April 1915?

184. Extent to which points noted for action during previous inspections have been attended to?

185. Any irregularities or informalities observed in the course of inspection whether connected with the printed questions or not and suggestions, if any, for improving the efficiency of the working of the office may be noted.

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APPENDIX II.

REPORT ON THE INSPECTION OF THE OFFICE OF THE ASSISTANT COMMISSIONER.....SUB-DIVISION.

1. Name of inspecting officer with designation.....

2. Previous inspection { Date commenced..... Date concluded.....

3. Duration of inspection { Date..... Name of inspecting officer with designation.....

Questions.

GENERAL.

Is the office accommodation sufficient and suitable? Are the rooms and premises kept clean?

2. Is an attendance register in use? Is the attendance regular? Who checks the register daily?

3. What are the qulifications of each clerk?

4. *Distribution of Work.*—Is a record of the distribution of work among the several clerks maintained?

Is the work assigned to each official appropriate and sufficient?

5. *Service Registers, Lists of Establishment, etc.*—Is an up-to-date list of the establishment, both clerical and menial maintained?

6. Are a service register and a character book maintained for every permanent official and are they written up-to-date?

Are these books arranged in order and kept in safe custody?

7. *Furniture List.*—Is a register of furniture maintained? Are all articles of furniture entered therein together with details as to the cost and date of purchase of each? Is the furniture sufficient for the needs of the office?

Cash and Contingencies.

8. Are the following registers prescribed by rule 25 of the General Rules of Office Procedure maintained:—

(1) Cash Book
(2) General Ledger
(3) Contingent Register
(4) Order book for contingent charges.

9. What is the amount of permanent advance held by the Sub-Division Assistant Commissioner? With whom is it left?

10. Is an account for this correctly kept in the prescribed register? Is the balance forthcoming?

11. Are there any long standing advances made out of the office imprest awaiting adjustment? Details may be furnished.

12. Is an acknowledgment for the permanent advance sent up regularly to the Deputy Commissioner?

13. Are all charges on account of contingencies entered in the contingent register from day to day? Are totals struck at the end of the month?

14. Are the monthly detailed contingent bills submitted with vouchers regularly?

Establishment pay bills and Acquittance Roll.

15. Is an acquittance roll maintained? Are all salaries and travelling allowances drawn duly disbursed and proper acknowledgments taken?

16. Is the register examined every month by the Head of the Office?

Stationery and Forms.

17. In whose custody is the office stationery? Are the stock and issue registers regularly maintained? Are they submitted monthly for the inspection of the officer in charge? Is the stock verified once a year?

18. Is a register of periodical issue of stationery maintained?

19. Who keeps the stock of forms? Are obsolete and damaged forms weeded out and the rest arranged neatly?

20. *Library.*—In whose charge is the office library and where is it kept?

21. Are all books and periodicals received in the office entered in the Library Register?

22. Is a catalogue of the office Library prepared and revised from time to time? Are fresh receipts entered in it immediately?

23. Are all the books received into the Library correctly labelled and deposited in their appropriate places?

24. Are all correction slips inserted in their proper places in the volumes of enactments, rules, etc.? Are all volumes kept up-to-date?

25. Are any books issued without a receipt or lent to strangers without the permission of the Head of the office?

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26. Are cases of loss of or damage to any books reported promptly and orders obtained for their replacement or repair?

27. *Tour and Inspection.*—Has the minimum period fixed for tour been kept up?

28. What is the nature of inspection work done since the beginning of the year and number of days camped out?

The Assistant Commissioner's diary may be reviewed.

29. Is the Assistant Commissioner's diary submitted regularly on the 5th of every month?

30. Have the Taluk records been inspected half yearly and report submitted?

31. Are the other items of work referred to in Government Order No. R. 3894-935, dated 14th April 1903, *vide* page 22 of the Revenue Manual, attended to?

32. What was the amount of Jamabandi work last allotted? When was it begun and when completed? Was the report submitted soon after the settlement of each Taluk?

33. How is the collection of revenue in the Taluks checked by the Sub-Division officer?

REVENUE BRANCH.

34. What are the several registers maintained?

35. Are the "From" and "To" Registers written up neatly and cross references marked?

36. Is a separate petition register maintained? Does it show the method of disposal and the nature of endorsement issued?

37. Are both receipts and issues promptly registered and dealt with? The 'From' and 'To' Registers may be checked with reference to the Peon Book and Tappal Book.

38. Are issues despatched on the day they are signed or the following day at the latest? Is the Despatch register checked by the Head Clerk once a month?

39. Is a list of unanswered references prepared and submitted regularly at the end of each month?

40. Is the return of revenue business regulary prepared and submitted? The figures in the last quarterly list may be verified and reviewed.

41. Are returns of revenue business regularly received from Taluks and promptly reviewed?

42. What is the number and nature of papers pending? Give the date of the oldest.

43. Are darkhast and sale records promptly disposed of?

44. Is the disposal of papers delayed by calling for unnecessary information? A few pending files may be examined and any avoidable delay may be noticed.

45. Are reminders judiciously and promptly issued?

46. Are lists of unanswered references and shekdar's diaries received regularly from Taluks and scrutinised?

47. *Reports and Returns.*—Is a statement of the periodical returns and reports due from the office prepared and maintained up-to-date? Are the due dates, the dates of actual submission and the names of the clerks responsible for their preparation noted therein?

48. Is an appeal register maintained? How many appeals are pending and how long? Are appeals promptly disposed of? What is the average duration of each appeal?

49. Are there any suits and enquiries pending and since when? Is a register maintained for noting the progress of such enquiries?

50. Are the registers prescribed under the Loan Rules maintained?

51. How many applications have been sanctioned during the year and what is the purpose and amount involved? How many are pending and why?

52. *File of Standing Orders.*—Are the standing orders of Government and circular instructions received from superior authorities maintained in a separate file? Is it complete?

53. Are the files revised and kept up-to-date and is each provided with a table of contents and an index?

54. Are the disposed of records delivered in bundles to the District record room at the end of each quarter after the expiration of one year from the date of disposal? (*Vide* G. O. No. R. 1800-9—L. R. 59-03-10, dated 20th September 1910.) Is a register maintained for records so sent?

55. Have the Office records been inspected by the presiding Officer and half-yearly reports submitted? (*Vide* para 21 of the above Government order.)

56. Is a register of applications for copies kept? Does it show separately the different fees realised? Does it show any undue delay in granting copies?

57. Is a register of lands notified for acquisition maintained, and the action taken on each case noted?

Has there been any undue delay in the disposal of these cases?

58. Examine the programme of minor tank restoration for the Sub-Division. Is the Sub-Overseer fully employed? How many estimates did he prepare during the previous year?

59. How many applications for preparation of estimates are pending with him?

Municipal.

60. Are there any Regulation Municipalities in the Sub-Division? If so, how many and what are they?

61. What are the registers pertaining to these maintained in the office? Are all these written up-to-date?

62. What was the number of incomplete works at the end of last year and what is their progress now?

63. How many new works were sanctioned during the year? How far have they progressed?

64. Are bills for works and lighting charges checked and promptly paid? A few counterfoils of cheques may be checked with reference to the 'From' and 'To' Registers.

65. What is the amount of revenue arrears outstanding in each of the Municipalities, under what heads and for what years?

66. What steps have been taken for the recovery of these?

67. What is the number and nature of papers pending? The date of the oldest may be noted together with reason for delay?

JUDICIAL BRANCH.

NOTE—Questions pertaining to this Branch separately prescribed.

Miscellaneous.

68. Is an inspection minute book maintained as laid down in paragraph 4 of Government Order No. 10870-918—E. A. 43-14-1, dated 10th April 1915.

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69. Extent to which points noted for action at previous inspections have been attended to.

70. Any irregularities or informalities observed in the course of inspection whether connected with the inspection questions or not and suggestions, if any, for improving the efficiency of the working of the office.

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APPENDIX III.

REPORT ON THE INSPECTION OF.....TALUK OFFICE.

1. Name of inspecting officer with designation..... .....

2. Duration of inspection { Date commenced..... Date concluded.....

3. Previous inspection { Date ..... Name of inspecting officer with designation.....

Questions.

I. GENERAL.

1. Is the office accommodation sufficient and suitable? Are the rooms and premises kept clean?

2. Is an attendance register in use?

Is the attendance regular? Who checks the register daily?

3. How many clerks are working in each branch of the office and what are the qualifications of each? What is the percentage of English educated men among the establishment?

4. Are the present Shekdars competent? Note the number of Shekdars under (i) old scheme and (ii) new scheme.

5. *Distribution of Work.*—Is a record of distribution of work among the several clerks in each branch maintained? Are the clerks fully employed and is the kind of work suitable in each case?

6. What classes of papers are defined as routine to be dealt with by the Taluk Sheristadar? (*Vide* Revenue Commissioner's Circular No. 2521-8, dated 4th September 1906.)

7. *Service Registers, Lists of Establishments, etc.*—Is an up-to-date list of the establishment both clerical and menial maintained?

8. Are a service register and a character book maintained for every permanent official and written up-to-date?

Are these books arranged in order and kept in the Taluk records in a separate box? Is the key of the box with the Taluk Sheristadar *vide* Article 111 of the Taluk Treasury Manual?

9. Is an office order book maintained? Are orders of leave, punishment, etc., regularly recorded and sanctions obtained from superior officers where necessary? Are such sanctions noted in the order book?

Are all orders of punishment given effect to? Examine the fine register and note the general nature of punishments awarded.

10. *Furniture list.*—Is a register of furniture maintained? Are all articles received duly entered therein noting the date of receipt or purchase and details as to cost, etc.? Is the furniture sufficient and serviceable?

11. *Stationery and Forms.*—In whose custody is the office stationery? Are the stock and issue registers regularly maintained? Are these inspected monthly by the head of the office?

12. Who keeps the stock of forms? Are they neatly arranged? Are all receipts and issues noted in a register?

Are obsolete and damaged forms weeded out?

13. *Library.*—In whose charge is the office library and where is it kept?

14. Is a catalogue of the office Library prepared and revised from time to time?

15. Are all books received, labelled and deposited in their proper places ?

16. Is a register of books and publications maintained and are all receipts entered regularly?

17. Are series of serial publications kept in a separate file for being bound when complete? Are the collections bound separately for each series?

18. Are all correction slips inserted in their proper places in the volumes of enactments, rules, etc.?

19. Are any books issued without a receipt or lent to strangers without the permission of the Head of the Office?

20. Is a monthly report of books removed and not returned submitted regularly?

21. Are cases of loss of and damage to any books reported promptly and orders obtained for their replacement?

II. MUNSHI BRANCH.

Correspondence and Registers.

22. Is an *Amad* Register maintained to enter all covers as they are received?

23. Are the "From" and "To" registers properly maintained with cross references regularly marked?

24. How many such registers are there? Name them.

25. Is a separate petition register maintained and does it show the manner of disposal?

26. Is there any abnormal delay in the disposal of petitions?

27. Do the "From" registers give a correct abstract of the receipts with an allusion to the context?

28. Do the "To" registers contain a true copy of the issues with an allusion to the context?

29. Are the papers despatched on the day they are signed or the following day at the latest? Note instances of delay?

30. Are a peon book and a tappal book maintained?

31. Are all the registers periodically examined by the Head Munshi and the Taluk Sheristadar?

32. Are all receipts promptly registered and distributed and acknowledgments obtained in the "Refer Book?"

33. Does the chief Ministerial Officer or the head of the branch note under his initials on each receipt the number of days within which it should be submitted?

34. Are non-routine papers classified into important, urgent, etc., and attended to in order?

35. *Arrear Lists.*—Does each official prepare and submit once a month a list of references pending with him as required by rule 14 of the General Rules of Office Procedure? Are these lists consolidated by the head of the Branch and a statement submitted by the 5th of the month following?

36. Are these lists scrutinised carefully and reminders sent promptly?

37. Are similar lists received regularly by the 15th of every month from Shekdars and other executive subordinates and scrutinised?

38. Are papers pending with each official of the taluk establishment inspected by the Taluk Sheristadar once a month?

39. How many references, petitions, and enquiries are pending disposal for over :—

(*a*) one month,

(*b*) three months,

and (*c*) six months.

Give the dates and the nature of the oldest of these papers. The last business quarterly may be reviewed.

40. Is the quarterly business statement submitted regularly to the Sub-Division office? The last quarterly return may be reviewed.

41. Are all records disposed of during the month made over at the end of that month to the Record-keeper properly arranged? *Vide* paragraph 4 of G. O. No. R. 1800-9—L. R. 591-03-10, dated 20th September 1910.

42. *File of Standing Orders.*—Is a complete set of standing orders of Government relating to the work of the office maintained and kept up-to-date?

Is it provided with a table of contents and index?

43. What is the number and nature of papers pending with each Shekdar?

44. Is a register of copy applications maintained? Does it show that copies are promptly made and given?

45. Is there a licensed copyist? What is his average earning per month?

46. How many impounded documents received for levy of duty and penalty are pending and why? Is a register maintained to enter all such documents and to note the steps taken for their prompt disposal?

47. Is a register maintained to enter all cases of recovery of institution fees in pauper suits and are timely steps taken to guard against lapse by efflux of time?

III. DAFTAR BRANCH.

Cash and Contingencies.

48. Who keeps the cash and cash accounts of the office?

49. Are the following registers maintained :—

(1) Cash book to enter daily receipts and expenditure of all kinds.

(2) General ledger or classified abstract of the monthly totals of the Cash Book.

(3) Contingent Register.

(4) Order book for contingencies.

(5) Acquittance roll.

50. Is the Acquittance Roll maintained regularly and are salaries and travelling allowances drawn, duly disbursed after obtaining proper acknowledgments ?

51. Is the Acquittance Roll examined every month by the Head of the office ?

52. What is the monthly contingent allotment for the taluk ?

53. Is the contingent register maintained in the prescribed form ?

54. Are particulars regarding payments entered from day to day and initialled by the head of the office ?

55. Is a monthly contingent bill for each major head of contingent charges paid during the month submitted regularly in Form No. 21 *vide* Article 117 of the Taluk Treasury Manual.

56. What is the amount of permanent advance held for the several items of expenditure in the taluk ?

57. Is an account of the permanent advance maintained in the form prescribed in Article 113 of the Taluk Treasury Manual ?

58. Is an acknowledgment sent every year by the 15th July and are similar acknowledgments sent in cases of transfer by the relieving officer for all permanent advances made over to him *vide* Article 113 of the Taluk Treasury Manual ?

59. Is there any money on hand awaiting remittance to the Treasury or payment to parties ? Details may be furnished ?

60. Are there any long standing advances made out of the office imprest awaiting adjustment ? Details may be furnished.

61. Are office funds deposited in the cash chest at the close of each day ?

62. Where is the cash chest secured? What is the cash balance? Does it agree with the book balance?

63. *Reports and Returns.*—Is a statement of the periodical reports and returns due from the taluk prepared and maintained up-to-date? Are the due dates, the dates of actual submission and the names of the clerks responsible for their preparation noted therein? How many and which returns are overdue at the time of inspection?

64. Is the weekly season report prepared correctly in accordance with instructions contained in Government Order No. 24228-35—R. 3527, dated 20th July 1895 and No. R. 12089-98—Mis. 775-2 of 5th June 1909? Note the name and capacity of the official responsible for its proper preparation and punctual submission. Are the returns regarding rainfall and prices current correctly prepared and submitted in time?

65. Are pension applications prepared and submitted invariably within three months from date of retirement? (*vide* Government Order No. Fl. 7215-55—S. & A. 484-08-1, dated 7th May 1909.)

66. How many pension applications are pending and why? The last quarterly statement of pension applications may be reviewed.

Revenue Accounts and Collection.

67. Is the *Khetwar* periodically renewed? Is a copy kept in the taluk office and one with the Shanbhog?

68. Are all entries brought up-to-date and is the authority for each entry quoted?

69. Is a villagewar ledger maintained to show the demand, collection and balance under each head of revenue?

70. Are the *Irsal* chellans sent to the Hobli Gumasta for note before transmission to the Treasury for crediting the amount?

71. Are balances classified *Babwar* at the end of the year? Do they agree with the *Kulwar Bakipattis* obtained from the Shanbhogs?

72. Are steps taken for recovery noted regularly in the *Vasul baki* register?

73. What is the amount of recoverable and irrecoverable arrears outstanding against (i) *Sircar* villages and (ii) alienated villages?

74. What steps have been taken to recover the arrears?

Note the amounts for which the various coercive processes have been issued.

75. Are any records of revenue sales pending submission? Quote the number and the duration of their pendency.

76. Have remission statements been prepared and submitted in respect of irrecoverable arrears? Quote the number and date of the references and mention the amount recommended for remission.

77. Is a process register maintained separately? Does it show the number and nature of the processes issued and the fee leviable?

78. What are the number and nature of coercive processes issued and the collections realized thereby? What is the amount of fees collected and the cost of process establishment, if any, maintained?

79. Are *Bakipattis* regularly obtained from Shanbhogs and notices issued automatically by the taluk officials?

80. Are *Avergi* pattis received from the Shanbhog with each *irsal*? Do the Gumastas check the *Bakipatti, irsal patti* and the ledger with the *Avergi* pattis?

81. Is a Day book maintained villagewar by the Gumasta for each Hobli? Does the Head Gumasta maintain a similar one hobliwar for the taluk?

82. Is a register of processes received from other taluks maintained as per Revenue Commissioner's Circular No. 7212-9-1, dated 13—24th January 1910? Note the irregularities if any.

83. Are registers opened for movable and immovable properties sold for recovery of arrears of Revenue as per rule 100 of the Land Revenue Rules?

84. Is a Special Notice Register maintained properly in a bound book? Do the entries show the nature of the right on the lands on account of which special notice is claimed? Are the fees collected in Court-fee stamps only or in cash?

85. Are the revenue Demand, Collection, and Balance statements correctly prepared and submitted punctually? What is the percentage of collection to revenue?

Darkhasts.

86. What is the total number pending out of darkhasts for:—

(*a*) Assessed land,

(*b*) Kharab land,

(c) Gomal,

(d) Building sites and

(e) Nirsardi,

classified under the periods:—

i. for one month and less,

ii. more than a month and less than six months,

iii. more than six months and not more than one year, and

iv. more than one year.

Review the last darkhast quarterly.

A list of darkhasts pending for over six months with dates of receipt and reasons for pendency should be furnished.

87. Are the several steps taken on a darkhast application noted in the registers regularly?

88. Is a *patta* transfer register maintained? How many applications are pending and why?

89. How many applications are pending on the *Rajinama* register and why?

90. Is a register maintained to note all orders of the Jamabandi Officer requiring further action or report on the part of the Amildar? How many cases are still pending? What is the date of the oldest?

Loans.

91. Is a register of applications received and disposed of maintained in the prescribed form?

92. Is a register of loans and repayments pertaining to the taluk maintained in Form No. 11? *vide* rule 34 of the rules under the Land Improvement Loans Regulation.

93. Is the register of Land Improvement Loans prescribed in Rule 153 of the Treasury Manual maintained to watch recoveries?

94. Are applications for loans registered in the order of their receipt?

95. How many applications are pending and why? What is their nature and the amount involved? Give the dates of the oldest.

96. Was there any unnecessary delay in the disposal of applications for loans?

97. Do the records of individual cases show that loans were granted only after proper enquiry?

98. Have loan orders been issued promptly and correctly?

99. What is the annual allotment for the Taluk for granting loans?

100. What amount has been expended up to date of inspection? How many loans have been granted?

101. Was there any unnecessary delay between the date of sanction of the loan and the date of payment?

102. What is the amount of overdue instalments outstanding recovery? What steps have been taken to recover them?

103. Has the sanction of superior authorities been obtained in the cases of postponement of repayment of instalments?

104. Are loans recovered summarily with interest and costs in cases of borrowers failing to conform to the conditions of the grant?

105. What arrangement exists for the periodical examination and report of land securities for takavi and other loans?

106. Are the several periodical returns relating to loans submitted regularly?

107. Are there any Agricultural Banks working in the Taluk?

108. Is a register of loans made to such Banks and repayments made by the Banks maintained in the form prescribed in Article 155 of the Taluk Treasury Manual?

109. Is a copy of it sent every half-year to the Deputy Commissioner in July and January? What amount is due from each Bank? What steps have been taken to recover the arrears due?

Alienated Villages.

110. What is the number of alienated villages in the Taluk? How many of these have furnished accounts Nos. 14 and 15 and for what years? What steps have been taken to get the accounts of the defaulting villages? How much of the special imprest granted for the purpose been utilised? What steps have been taken to recoup the advance spent?

Villages under Government management.

111. Are there any Inam villages under Government management in the Taluk?

Note their names and the reason why they were taken up by Government.

112. What is the amount of arrears outstanding in these villages? What steps have been taken to recover them? Note the years to which the arrears relate and the amount pertaining to each year.

Encumbered Inams.

113. Have any amounts been advanced in the Taluk on account of encumbered Inams? What is the amount so advanced? Is the repayment regular? How much of the advance has been repaid?

114. What steps have been taken to make recoveries from defaulters?

Muzrai.

115. Who is entrusted with the Muzrai work in the Taluk? What is the number and nature of papers pending with him? Give the date of the oldest.

116. Are the following registers maintained?—

(1) Register of sanctioned scale of establishment, etc.
(2) Register of monthly establishment charges.
(3) Register of contingent charges.
(4) Register of special charges.
(5) Register of works sanctioned.
(6) Cash book.
(7) Abstract of receipts and charges.

117. Are these written up to date? Is proper acquittance for all disbursements taken in Register No. 2?

118. How many major and minor institutions are there in the Taluk?

119. Are there any Muzrai works in progress?

120. Are the works executed promptly?

121. Are the works done measured and paid for promptly?

122. *Mojinidar.*—Is a Mojinidar attached to the Taluk? On what work is he employed? How many *phod* records are pending with him and why?

123. *Custody of Mutchalikas.*—Are important Mutchalikas relating to payment of contribution for tanks and executed by raiyats secured in a sealed cover in the Taluk Treasury? (*vide* Revenue Commissioner's Circular No. 8419, dated 16th —23rd February 1909.)

124. *Village roads.*—What steps have been taken to open out village roads? (*Vide* Government Order No. 5677-85—L. B. 216-3, dated 3rd January 1905.)

125. Is a register of village roads maintained? (*Vide* Revenue Commissioner's Circular No. 3543-5, dated 15th—17th September 1907.)

126. *Temporary cultivation in gomal.*—Are the instructions given in the Revenue Commissioner's Circular No. 8774-81, dated 12th—19th February 1908, *re* temporary cultivation of gram duly attended to?

127. In how many cases has advantage been taken of the rules?

128. *Avenue trees.*—Are Hobliwar registers of avenue trees maintained? (*Vide* Revenue Commissioner's Circular No. 7628-35, dated 21st—23rd January 1908.)

129. Are the instructions given therein attended to?

130. *Bhands.*—Are the instructions *re* Bhand Pahani inspection duly attended to? (*Vide* Government Order No. 3971-81—L. R. 399-14-8, dated 2nd November 1916.)

131. *Sandal trees.*—Is a register opened under Section 73 of the Forest Regulation to show the number of cases of sandal destruction?

III. LOCAL FUNDS AND MUNICIPAL.

Local Funds.

132. What are the several registers maintained in the Branch?

133. Are they kept neat in bound books and written up-to-date?

134. Is an acquittance roll maintained? Are proper acquittances taken for all payments? Are receipt stamps affixed and duly cancelled in cases of payments of over Rs. 20?

135. Is the register examined every month by the head of the office to see that the pay has been regularly disbursed?

136. Is a Contingent Register maintained and also the order book connected therewith?

137. Is there any undue delay in the payment of the establishment, if so why?

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138. What is the average expenditure for contingencies of :—

(1.) Office.

(2.) Chattrams and Musafirkhanas.

(3.) Travellers' bungalows (3rd class)?

139. What is the number and nature of papers pending in the Branch?

140. Is an arrear list prepared for scrutiny at the end of each month as required by Government Order No. 5203-51—E. A. 4-14, dated the 23rd November 1914?

141. What was the number of incomplete works at the beginning of the year? When were they commenced? What is their progress now?

142. What fresh works were sanctioned during the year and at what cost? What is their progress?

143. Is a schedule of rates maintained?

144. Are works promptly executed? Are bills similarly made out and submitted?

145. How many bills are pending? The numbers and dates of the reference should be given together with reason for pendency.

146. What is the amount of arrears of District Fund revenue outstanding recovery? To what years do they relate? What steps have been taken for their recovery?

147. How many pound commission bills are pending and why?

148. Has the irrigation cess budget been prepared and submitted in time? Have any works in the taluk been undertaken? What is their progress?

Municipal.

149. What are the registers maintained? Are they neatly kept and up-to-date?

150. Is the acquittance roll correctly maintained and regularly examined?

151. How many Regulation and non-regulation Municipalities are there in the Taluk?

152. What amount of arrears is pending recovery in each and why? To what years do they relate?

153. How many works remained incomplete at the beginning of the year and why? What is their progress now?

154. What works were sanctioned during the year? What is their progress?

155. Are bills promptly made and submitted? How many are pending, where and why?

156. Are steps taken promptly for the re-constitution of the Municipal Council before the time expires as laid down in Government Order No. 5053-60—Ml. 100-13-13, dated 1st February 1913?

157. Is the itineration work of the Sanitary Inspector sufficient and useful? His diaries should be examined to see if they are submitted in time and the remarks of the superior officers attended to promptly.

Local Fund and Municipal Records.

158. Are the records sorted and arranged in accordance with Government Order No. 6405-12—Ml. 48-04-20, dated 27th January 1910?

159. Are time-barred papers destroyed regularly?

Forms.

160. Where is the spare stock of forms kept? Are the forms properly sorted?

MARAHMAT.

161. What registers are maintained in the Branch? Are they kept up-to-date?

162. What is the number of major and minor tanks in the taluk? How many have been restored?

163. What amount has been advanced for earthwork to tanks and how much has been recovered?

What steps have been taken to recover the balance?

164. How many works remained incomplete at the beginning of the year? What is their progress now?

165. What new works were sanctioned during the year and at what cost? What is their progress now?

166. Is a schedule of rates maintained?

167. Are bills for executed works made out promptly? How many are pending and why?

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168. Have any estimates for works been prepared and submitted? Where are they pending and why?

169. How many tanks come during the year under the operation of the new Minor Tank Restoration Rules issued in Government Order No. 5042-89—L. R. 408-14-1, dated 11th December 1914? What is the allotment for the taluk? What amount of contribution has been paid by the raiyats? Have any tanks for which contribution has been deposited not yet taken up; if so, why?

170. What is the programme for the Taluk in respect of tank restoration? (*Vide* Government Order No. R. 8464-74—L. R. 193-13-2, dated 28th April 1914.)

171. How far has it been carried out? Quarterly progress statements may be reviewed.

172. Is the pay of the establishment disbursed in time? What is the usual date of disbursement?

173. Are all vouchers submitted in time?

174. Is the itineration of the Tank Inspector satisfactory? His journal should be scrutinised.

175. Are the Marahmat records regularly arranged?

176. Where are the forms kept? Are they arranged neatly?

177. Are all restored major tanks inspected regularly by the Amildar?

178. Are notes of inspection maintained and the defects, if any, rectified?

179. Is each tank in the taluk regularly inspected by the Amildar or other special officer deputed by him between October and January each year?

180. Are the results of inspection noted in the prescribed register? (*Vide* Government Order No. R. 5251-61—Agri. 626-03-6, dated 15th December 1904.)

181. *Kodagi Tanks.*—How many *Kodagi* and *Hathlagwad* tanks are there in the taluk?

182. Have all *Kodagi* Inams been enfranchised? Are these tanks kept in a state of repair?

183. Have any steps been taken to bring the *Kodagi* tanks up to standard ?

184. Is a register of channel offence cases maintained ? What are the classes of cases occurring ? What is the nature of punishment inflicted ?

JUDICIAL BRANCH.

NOTE.—Questions pertaining to this Branch separately prescribed.

RECORD BRANCH.

185. Whether racks and compartments have been numbered ?

186. Whether records have been arranged by departments and labels written in bold characters affixed to racks and compartments to show the department of papers lodged therein ?

187. Into how many different departments are the records divided ? What are they ? Up to what date have the records of each of the departments been received into the Record room ? What is the total number of daftars sorted and unsorted in each department ?

188. Whether a list of villages numbered according to the newly constituted hoblis is maintained ?

189. Whether the Survey and Settlement Records including maps have been numbered according to the serial number of the villages ?

190. Whether a register is maintained to show what survey records of what villages have been received into the Record room ?

191. Whether village accounts have been arranged into groups of A Khirdis and other accounts and arranged *salwar* and according to the serial number of the villages ?

N.B.—If this arrangement has not been adopted, describe how they have been arranged.

192. Whether a register is maintained to show what village accounts and of what villages have been received into the Record room each year ? Up to what year have they been received ?

193. Whether sorted permanent revenue correspondence papers have been arranged subjectwar and *salwar*, provided with facing sheets of contents, and stitched in book form ?

194. Whether index has been prepared for 'A' papers and list of contents of daftars maintained for 'A' and 'B' papers?

195. Whether 'B' revenue papers have been classified under sub-heads and grouped according to periods of preservation in *salwar* daftars? If this has not been done, what other arrangement has been adopted?

196. Whether a Receipt Register is maintained in the Records for each department of business to enter papers as they are received into the Record room?

197. Whether an Issue Register has been maintained and how many requisitions have been complied with during the current year?

198. Whether any records are being issued out of the Record room without a requisition slip or without being entered in the Issue Register?

199. Whether a register to enter papers removed for destruction is maintained and how are papers being entered there? Are they entered salwar, subjectwar, villagewar or indiscriminately?

200. Have time-barred financial papers been destroyed and the certificate under Article 232 of the Treasury Manual submitted to the Deputy Commissioner during the current year?

201. Have all criminal records been sorted according to the new rule of practice and time-barred papers destroyed?

202. How are papers of departments for which there are no special sorting rules arranged? Have they at least been arranged *salwar* under heads—Registers, Accounts and Correspondence?

203. Whether munshis and gumastas have been sending up disposed-of papers properly arranged and with table of contents to the Record Room once a month according to the Circular of the Revenue Commissioner or at least at definite intervals?

204. What is the greatest amount of delay between the disposal of a record and its despatch to the Record room?

205. How many records are lying in the Record room not yet deposited in their proper places?

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206. Is a programme of work drawn up as required by Government Order No. R. 2751-9—L. R. 248-13-2, dated 13th October 1914?

207. How far has it been carried out up to date of inspection?

208. What time in your opinion is needed to complete the remaining sorting work?

209. Whether the old records are periodically destroyed and if so, up to what year and what records have been destroyed and when?

Note.—It is unnecessary to enter long lists of records actually destroyed during the year. It will be sufficient if information is furnished as to the number of papers, or if this is impracticable, the number of bundles destroyed with a brief description of the nature of papers.

210. Whether the officials working in the Record branch are *barawad* Record keepers and Daftarbands?

211. Whether the Record-keeper and his assistant understand thoroughly the system of classification and maintain all registers prescribed and keep them up to date?

212. Whether the record staff is entrusted with any other than its legitimate work; if so, what is the nature of it and why?

213. What is the state of the library? Whether the Regulations, Rules, Standing Orders, etc., are kept corrected up to date and carefully preserved?

214. Whether the Record room is in good repair protected from white ants and the roof is not leaky and whether it is kept clean and secure from entry at all points and sufficiently lighted?

215. Whether the Record room is spacious enough and provided with sufficient number of stands, shelves and daftar cloths?

216. When was the previous inspection held and by whom? Whether defects pointed out and instructions issued at the previous inspections have been attended to.

N. B.—In addition to answering the above questions, officers inspecting the records are requested to note in their reports any irregularities and informalities which come under their observation and to make any suggestions that may appear deserving of consideration to promote the efficiency of the records.

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EXCISE BRANCH.

217. Are the arrack and toddy day books written up-to-date with daily, monthly and forward totals struck?

218. Are the registers initialled at the close of each day by the Amildar or Sheristadar?

219. Do the entries agree with the Treasury current account and the D. C. B. Statement?

220. Are the amount of duty and prices correctly calculated?

221. Are the day book entries correctly posted up-to-date in the arrack and toddy ledgers respectively?

222. Are the totals for the month and up to the month correctly struck? Are these as well as corrections, etc., initialled by the Amildar or Sheristadar?

223. Is each ledger provided with an index?

224. Are old arrears regularly brought on these ledgers?

225. Are rentals brought on demand invariably by the 20th of every month? Are arrears at the end of the month carried forward to the next month with the accrued interest?

226. Is interest correctly calculated on all overdue *Khists*? Is it recovered regularly along with fines, if any?

227. Do the individual balances shewn in the ledgers agree with the *Bakipattis* furnished?

228. Are duplicates of passes pertaining to arrack filed regularly in the order of their receipt?

229. Are passes relating to each description of liquor filed separately?

230. Are the originals of these sent to the Excise Commissioner invariably by the 10th of the following month?

231. Have the passes been cancelled and scored in red ink under the initials of a responsible officer? The passes should be numbered serially and filed, the serial number being noted in the *Khist* register.

232. Do the entries in the passes tally with those in the *Khist* register?

233. Is the *Khist* Register written up-to-date?

234. Do the entries agree with the J passes, the Bonded Depot Register and the extract from the register of monthly issues received from the Distillery Officer?

235. Are the columns "Date of despatch of pass", "Remarks as to condition of seal, etc.," properly entered?

236. Does the total quantity of different kinds of liquor received from the Distillery tally with the Depot register?

237. Are the N extracts received daily from Depots on every issue of liquor? Are they booked in the O Register after certifying as to their agreement with the day book?

238. Have all extracts relating to previous months been sent to the Deputy Commissioner's office regularly?

239. Do the entries in this register tally with those in the Depot register and with the *Khirdi* of the special Shroff if there be one?

240. Are there any instances in which liquor has been issued prior to the payment of duty?

241. Does the quantity for which extracts of issues are received agree with that on which duty and price have been paid as per day book?

In case of difference, give particulars of chellans on which liquor has not been issued. Depot Issue register should also be referred.

242. Is the T. T. 8 register maintained up-to-date? Do the entries tally with those in the Day book and the D. C. B. Statement.

243. What is the total number of applications received and for how many trees as compared with the same period of previous year?

244. Has the 1st and 2nd instalment of tree tax been correctly calculated and recovered?

245. Has there been any delay in the transmission of these applications to the Range Inspector?

The entries in this register should be compared with the Range T. T. 8 Register and the Darkhasts.

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246. Is the T. T. 6 (*a*) register maintained? Do the totals agree with the Day book, D. C. B. Statement and the Range T. T. 6 (*a*) Register?

247. How many Government trees are licensed? What is the amount of tree rent credited to the different Departments?

248. Is a Miscellaneous Day book maintained for drugs (Ganja, Majum and Opium)?

249. Do the entries tally with the Treasury 'C' accounts and the D. C. B. Statement?

250. Do the collections on account of shop rental tally with the amount shown in the D. C. B. Statement?

251. Is a ledger maintained? Do the entries tally with the Day book, D. C. B. statement and the *Bakipatti*?

252. Are the Ganja and Majum passes filed separately?

253. Are the originals sent regularly to the Excise Commissioner?

254. Are entries of them made in the K register separately?

255. Do the receipts and issues as per Day book tally with those in the Treasury accounts?

256. Are passes relating to special liquors and methylated spirit separately filed?

257. Are these entered in the Miscellaneous Day Book?

258. Is the sale list maintained correctly?

259. Have the licensees paid up the deposits and given sureties where necessary?

260. Is the license register maintained?

261. Have all licenses been delivered?

262. Is the register of counterpart agreements maintained correctly.

263. Are all agreements taken on the prescribed impressed stamp papers? Are they kept in safe custody?

264. Is a register of resales maintained? Are all results duly noted in this?

265. Has the loss from resale been included under demands in the respective ledgers?

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266. Is the Date Reserve list maintained?

267. Is a note made of Survey numbers given out for cultivation?

268. Is the Departmental Fine register maintained? Is it written up correctly? Do the items find a place in the ledger and D. C. B. Statement?

269. Is the Circular file maintained up-to-date?

270. Are draft copies of D. C. B. statements maintained? Do they bear the Treasury certificate? Does the balance agree with the *Bakipatti*?

271. What is the outstanding balance as per last month's D. C. B. statement?

272. How much of it relates to the current and how much to the past year? What steps have been taken to recover the arrears?

MISCELLANEOUS.

273. Is an inspection minute book maintained in the Taluk office as required by paragraph 4 of Government Order No. 10870-918—E. A. 43-14-1, dated 10th April 1915?

274. Extent to which points noted for action at previous inspections have been attended to.

275. Any irregularities or informalities observed in the course of inspection whether connected with the printed questions or not and suggestions, if any, for improving the working of the office may be noted.